

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS  
219 SOUTH DEARBORN STREET  
CHICAGO, ILLINOIS 60604**

**THOMAS G. BRUTON  
CLERK**

## **Request for Quote (R.F.Q.)**

### **Chicago Courthouse Furniture Renovation and Redesign of 20<sup>th</sup> Floor**

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The US District Court is seeking proposals for services to renovate and redesign a portion of the 20<sup>th</sup> floor modular furniture in the District Court. The work will entail disassembling, relocating, and reassembling work stations, shelving, boxes, Herman Miller furniture and paneling. We expect work to begin in January 2013.

#### **Project Management**

1. A project manager must be assigned to the move/installation. This person would be the main point of contact and onsite for any question, concerns and for communication with the court throughout the entire project.
2. A means of communication with the project manager and the court must be utilized. (Cell phone/ two way radio)
3. A supervisor must be identified and onsite during all work.

#### **Site Protection**

1. The moving contractor must provide adequate site protection including door and door jamb protection, wall surface protection in areas of narrow clearances, and existing furniture protection.
2. The moving contractor will be responsible to relocate the files and boxes while keeping them in the same order.

#### **Boxes/Moving Crates**

1. The moving contractor shall provide all necessary boxes/crates so that staff can pack personal belongings and contents at least 2 weeks prior to move. Boxes and crates will need to be delivered to the courthouse and then once filled, be relocated and set in place on the move date.
2. It is the responsibility of the bidder to determine and supply the proper quantities of supplies required to complete the move plan provided in this document including but not limited to owned or rented plastic crates, boxes, shrink wrap, tape, bubble wrap, moving labels, etc.

#### **Relocation**

The work will be accomplished in stages as furniture is relocated. A minimum of three stages is required. All workstations that have been disassembled must be reassembled before the next business day. Please estimate the amount of hours/days needed to relocate all the furniture identified while the court continues to conduct business.

**Books and Files:**

1. All files/boxes must be moved and placed in order.
2. Shelving that has been identified as being reusable by the court must have contents emptied by moving contractor, disassembled, relocated, reassembled, and then contents set back in place as instructed.

**Computer Related Items:**

1. All desktop computers, printers, monitors, keyboards and mice will be disconnected by court staff and moved by court staff.

**Sizes and Dimensions**

1. Floor plans are attached.
2. Current Elevator Dimensions at 219 S. Dearborn Street, Chicago, IL:  
One elevator: 4'8"wide, 7'5" long and 8' tall.
3. Courthouse Dock Sizes at 219 S. Dearborn Street, Chicago, IL:  
The maximum over head clearance at the loading dock for any straight trucks is 12'-0" and 35' overall length. Arrangements with a delivery unloading on the loading dock ramp must be pre-approved by the Court.

**Damage Reports**

1. Any damage that is noted on furniture that is to be moved must be identified with the Court prior to furniture being moved.
2. In the case of damage to any furniture it will be the responsibility of the moving contractor to have an experienced furniture repair company make the necessary repairs or replacements if needed.

**References**

1. The moving contractor must be able to provide three references from customers where similar work was performed.

**Insurance**

1. All contractors must follow the insurance clauses as defined in the terms and conditions. All expenses related to insurance must be included in the proposed pricing.

**Installation**

1. The vendor must be capable of installing the furniture in accordance with the manufacturer's warranty.

**Invoice/Payment**

1. Payment must be in arrears.
2. The moving contractor can submit partial payment invoices for services rendered.
3. The quote submitted by the moving contractor must be a fixed price for the performance of the entire job.

**Change Orders**

1. Change orders will not be entertained for work that is outlined in the RFQ.
2. All other fees shall be guaranteed from one (1) year from the date of award.

**Hours of Work**

1. **All work shall be quoted and performed after business hours or on weekends.**  
Adequate number of movers will be required in order to provide a smooth transition.

**Background Checks/Security**

1. Each worker that is assigned to the project must undergo a background check. Inability to provide workers that can obtain a contractor clearance will be grounds to terminate the contract for cause. The moving contractor shall provide all necessary documents within 14 days of letter of intent. This includes workers completing their fingerprint check and completion of all documents necessary to have the background check completed. Necessary forms have been included in this packet.

**The U.S. District Court will base the award for this work to the lowest price technically acceptable vendor that can meet all of the following requirements:**

1. **Lowest cost, including all fees and installation. Pricing that is provided on this quote shall be guaranteed valid until 3/31/2013.**
2. **Current performance - submit references from three current customers who your company has recently provided similar relocation services for.**
3. **All onsite personnel/ installers will be required to provide their names and identification prior to starting work.**

**The Federal Acquisition Regulations, as well as the US District Court Purchase Order Guidelines are included with this request. In addition, please find the attached wage determination statements from the Department of Labor. All vendors that work for the US District Court are required to follow the Department of Labor Wage Determination guidelines.**

**All quotes must be received by September 27 at 12:00 p.m. (Central Time). Quotations can be e-mailed, faxed or submitted in person, in a sealed envelope marked Chicago Courthouse Office Relocation Bid to: U.S. District Court, Procurement Department c/o Alex Castaneda, 219 South Dearborn Street, Room 1558, Chicago, IL 60604. The fax number is 312-554-8549 and the e-mail address is [procurement\\_ilnd@ilnd.uscourts.gov](mailto:procurement_ilnd@ilnd.uscourts.gov). If a walk through is requested, the date available is Tuesday, September 25 in the morning. Please call to schedule. Any quote that is deemed incomplete will be considered technically unacceptable. All bids will remain confidential until the bid closing date. All quotations must be completed on the attached form and answered completely. If the vendor submits the quote via fax or e-mail, it is the sole responsibility of the vendor to confirm receipt with the U.S. District Court. For additional information or for clarification concerning the R.F.Q., please contact Alex Castaneda at the e-mail address above.**

**Please type or print. This form must be submitted with the request for quote.**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Tax Id Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

**Reference #1**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

How long have you done business with this company? \_\_\_\_\_

**Reference #2**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

How long have you done business with this company? \_\_\_\_\_

**Reference #3**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

How long have you done business with this company? \_\_\_\_\_

- Please provide specific instructions on how to address the purchase orders for your company. Instructions must include the mailing address of the vendors, tin#, and remit to address.

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